

UNITED STATES DEPARTMENT OF AGRICULTURE
Sugar Division

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Reserve

1938 Hawaiian Sugarcane Program

INSTRUCTIONS FOR FILLING OUT APPLICATION FOR PAYMENT
FORM SC-110 AND SUPPLEMENTS 1 AND 2 THERE TO

DEFINITIONS

For the purpose of these instructions,

APPLICATION means Form SC-110, Application for Payment, 1938 Hawaiian Sugarcane Program; Form SC-110, Supplement 1, Continuation Sheet for Section VIII of Application for Payment; and Form SC-110, Supplement 2, Certificate with Respect to Joint-Producers, to be Submitted by Producer-Processor Who Operates the Farming Unit and Who Executes Form SC-110.

FARM means all land which is farmed by a producer, or group of producers, as a single farming unit, with cropping practices, workstock, equipment, labor and management substantially separate from that of any other land.

PRODUCER means any person who was the legal owner, at the time of harvest or abandonment, of a portion or all of the sugarcane covered by the application.

OPERATOR means the producer who operates the farm covered by the application, or the legal representative of such producer.

CHEMICAL FERTILIZER means commercial chemical fertilizer not less than 15 per cent of the gross weight of which consists of plant food.

PLANT FOOD means the aggregate amount of nitrogen, available phosphoric acid and water soluble potash in chemical fertilizer.

FORM SC-100 means Application for Payment, 1937 Hawaiian Sugarcane Program.

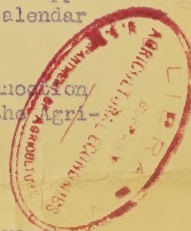
LABORER means any person who was employed on the farm covered by the application in the production, cultivation or harvesting of sugarcane in the calendar year 1938.

ACP-16 means Instructions on Signatures and Authorizations, in connection with the execution of applications for payment, or related papers under the Agricultural Conservation Program.

INSTRUCTIONS FOR FILLING OUT AND HANDLING THE APPLICATION

The application is to be filled out in triplicate. All entries, except signatures and dates, should be typewritten or plainly printed in ink or indelible pencil. The original is to be sent to Washington, D. C. One copy is to be retained in the Honolulu, T. H. office and one copy should be delivered to the operator of the farm covered by the application.

Acreages and hundredweights of sugarcane shall be expressed to the nearest tenth of an acre and tenth of a hundredweight, respectively. Five or fewer hundredths are to be dropped and more than five hundredths will be considered as a whole tenth. Thousandths of an acre or thousandths of a hundredweight of sugarcane should be disregarded. Figures relative to hundredweights of sugar shall be expressed to the nearest hundredth of a hundredweight. Five or fewer thousandths are to be dropped and more than five thousandths will be considered as a whole hundredth. Ten-thousandths of a hundredweight of sugar should be disregarded.



The application must cover all land which is farmed by a producer, or group of producers, as a single farming unit, with cropping practices, workstock, equipment, labor and management substantially separate from that of any other land.

All data which is ascertained from the operator must be checked by the Honolulu, T. H. office before Section IX is executed.

HEADING

Local district - The name or designating number of the local administrative district must be entered in the space provided.

Serial number - The serial number of the application must be entered in the space provided.

SECTION I. APPLICATION AND CERTIFICATION OF PRODUCERS

Producers on a farm, when signing the application, are certifying to all the provisions included in this section. The attention of such producers should be called to these provisions before they are permitted to sign the application. A description of the farm covered by the application must be filed in the Honolulu, T. H. office.

SECTION II. CERTIFICATION OF PRODUCER- PROCESSOR

Any producer on the farm who was directly or indirectly a processor of sugarcane during the 1938 crop season, as defined in Sugar Determination No. 32, issued May 24, 1938, is required to enter the name of the processor and execute this section.

SECTION III. REQUIRED FARMING PRACTICES

Entries of plant food must be the actual average amounts in the chemical fertilizer applied per acre of sugarcane land fertilized and must be expressed to the nearest pound. Five or fewer tenths of a pound are to be dropped and more than five tenths considered as a whole pound.

No entry is to be made for the application of chemical fertilizer in any case unless supported by receipts, invoices, or other satisfactory evidence.

Item 1. The number of acres of land on which sugarcane was growing at any time during the calendar year 1938 on the farm and on which chemical fertilizer was applied during the calendar year 1938 must be ascertained from the operator. If this number is less than the number of acres of land on which sugarcane was planted or a ratoon crop was started at any time during the calendar year 1938, as ascertained from the operator, the application cannot be certified for payment.

Item 2. Enter the result of dividing the number of pounds of plant food contained in the chemical fertilizer applied in 1938, as ascertained from the operator, by the number of acres shown in item 1.

Item 3. Enter the average quantity of available plant food in chemical fertilizer applied in 1938 per acre of sugarcane fertilized, as shown in item 2, Section III of Form SC-100. In cases in which Form SC-100 was not filed, this information must be ascertained from the operator.

Item 4. Enter the average quantity of available plant food in chemical fertilizer applied in 1937 per acre of sugarcane land fertilized as shown in item 3, Section III of Form SC-100. In cases in which Form SC-100 was not filed, this information must be ascertained from the operator.

SECTION IV. COMPUTATION OF PAYMENT

Entries must be made in all items of this section, unless the omission is specifically provided in these instructions.

Item 1. Enter the number of hundredweights of sugarcane harvested on the farm in 1938, as ascertained from the operator.

Item 2. Enter the cane ratio of the sugarcane. The cane ratio should be calculated by the same method used in connection with the cane ratio certificate which accompanied each 1937 application for payment.

Item 3. Enter the result of dividing item 1 by item 2 and multiplying this quotient by the factor 1.02625.

If damage from an acceptable cause (see Section V) resulted in bona fide abandonment of planted acreage of sugarcane for sugar on the land covered by the application, the cause or causes of such abandonment shall be entered in the space provided.

Item 4. Enter the number of bona fide abandoned acres which resulted from the above cause, as ascertained from the operator. If there are no bona fide abandoned acres from an acceptable cause, the word "none" must be entered.

Item 5. If bona fide abandoned acres are shown in item 4, or if damage from an acceptable cause resulted in a crop deficiency on the farm, enter the normal yield per acre in hundredweights, as computed in accordance with Sugar Determination No. 36, issued June 17, 1938; otherwise enter xx. Data required for such computation shall be ascertained from the operator.

Item 6. Enter the result of multiplying item 5 by item 4. Enter xx, if the word "none" is entered in item 4.

Item 7. Enter one-third of item 6. Enter xx, if the word "none" is entered in item 4.

If damage from an acceptable cause resulted in a crop deficiency on the farm, the cause or causes of such crop deficiency shall be entered in the space provided.

Item 8. If bona fide abandoned acres are shown in item 4, or if an acceptable cause of crop deficiency is entered in the space provided above, enter the number of acres of sugarcane harvested during 1938, as ascertained from the operator; otherwise enter xx.

Item 9. Enter the result of multiplying item 5 by item 8. Enter xx, if item 8 is so entered.

Item 10. Enter 80% of item 9. Enter xx, if item 9 is so entered.

Item 11. Enter the result of subtracting item 3 from item 10. If item 3 equals or exceeds item 10, enter xx.

Item 12. Enter item 3, or if the farm is approved for abandonment and deficiency payment in Section V, item 3, plus item 7, plus item 11.

Item 13. Enter item 12 x 0.60.

Item 14. If item 12 is in excess of 10,000 hundredweights, enter the amount of deduction pursuant to section 304(c) of the Sugar Act of 1937. The following scale of deductions shall be used in computing this entry:

1. The first part of the report is a general statement of the purpose and scope of the study.

2. The second part is a description of the methods used in the study.

3. The third part is a description of the results of the study.

4. The fourth part is a discussion of the results and their implications.

5. The fifth part is a conclusion and a list of references.

6. The sixth part is a list of appendices.

7. The seventh part is a list of figures and tables.

8. The eighth part is a list of footnotes.

9. The ninth part is a list of abbreviations.

10. The tenth part is a list of symbols.

11. The eleventh part is a list of units.

12. The twelfth part is a list of definitions.

13. The thirteenth part is a list of acknowledgments.

14. The fourteenth part is a list of contributions.

15. The fifteenth part is a list of references.

16. The sixteenth part is a list of appendices.

That portion of the quantity of sugar which is included within the following intervals of hundredweights, raw value:	Reduction in the base rate of payment per hundredweight of such portion:
10,000 to 30,000	.050
30,000 to 120,000	.075
120,000 to 240,000	.100
240,000 to 600,000	.125
More than 600,000	.300

For example: If the amount in item 12 is 300,000 cwts., the deduction will be computed as follows:

Amount in excess of 10,000 cwts. = 290,000 cwts.

20,000 cwts.	3	.050	=	\$1,000.00
90,000 "	3	.075	=	6,750.00
120,000 "	3	.100	=	12,000.00
60,000 "	3	.125	=	7,500.00
290,000 total excess cwt.				\$27,250.00 total deduction

Total deduction to be entered in item 14 = \$27,250.00

Item 15. Enter the result of subtracting item 14 from item 13.

SECTION V. APPROVAL FOR PAYMENT WITH RESPECT TO ABANDONMENT AND CROP DEFICIENCY

If xx is entered in items 7 and 11 of Section IV, Section V need not be executed.

If amounts are shown in items 7 and/or 11 of Section IV, determine the total acreage of sugarcane harvested for the extraction of sugar in 1938, in the county in which the farm is located. Determine that the amount entered in item 3, Section IV, is 80% or less of the sum of the amounts entered in items 6 and 9, Section IV, on a sufficient number of applications from the county on which acceptable causes of abandonment and/or crop deficiency have been entered in the spaces provided, and that the sum of the amounts entered in item 8, Section IV, for such applications equals or exceeds 10% of the total sugarcane acreage in the county. The acceptable causes of abandonment and/or crop deficiency are as follows:

Drought	Storm	Disease
Flood	Freeze	Insects.

If and when this determination has been made for the sugarcane farms within a county, this section is to be signed by the representative of the Insular Division of the Agricultural Adjustment Administration in Hawaii. The date of signature must be entered.

SECTION VI. DESIGNATED SOLE RECIPIENT OF PAYMENT

If all of the producers on the farm agree to designate a sole recipient of the payment for their benefit, the name of such sole recipient and his mail address shall be entered in the spaces provided. If there is no designated sole recipient, the word "none" must be entered. If there is only one producer on the farm, a sole recipient should not be designated.

SECTION VII. DISTRIBUTION OF ACCRUED, UNPAID WAGES

A representative of the Insular Division of the Agricultural Adjustment Administration in Hawaii shall determine that each laborer named in column (2) for whom accrued, unpaid wages are shown in column (4) was not paid wages in accordance with section 301(b) of the Sugar Act of 1937 and Sugar Determination No. 54, issued November 25, 1938, because he could not be located after every reasonable effort was made, or because the producer who employed him did not have the necessary funds.

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All entries of the names of laborers and of the amounts of unpaid wages must be evidenced by wage claims on forms provided for that purpose, properly executed by such laborers or their authorized representatives, or by statements signed by the producers stating the names of the laborers not fully paid and the amounts owed. No evidence is to be attached to the application. If all laborers were fully paid, the word "none" must be entered in the first line in column (2).

Enter in column (1) the names of the producers who owe wages to laborers. In case one producer owes wages to more than one laborer, a ditto sign may be entered under his name for each additional laborer.

Enter in column (2) the name of each laborer who has not been fully paid. All such laborers not fully paid by one producer should be listed consecutively. In case more than one producer owes wages to one laborer, the laborer's name should be entered opposite the name of each such producer. If the name of any laborer is unknown, the word "unknown" must be entered.

Enter in column (3) the mail address of each laborer whose name appears in column (2). In case the address of any such laborer is unknown, the word "unknown" must be entered.

Enter in each line in column (4) the unpaid wages which are due the laborer whose name is entered in that line in column (2) from the producer whose name is entered in that line in column (1). If the word "unknown" is entered in column (2), enter the amount owed to the laborer whose name is unknown. Enter the total in the last line.

Make no entry in column (5).

In case an extension of Section VII is needed, it should be typed, the application code and serial number shown thereon, and the extension should be securely fastened to the application.

SECTION VIII. DISTRIBUTION OF PAYMENTS TO PRODUCERS

Enter in column (1) the name of each producer on the farm.

Enter in column (2) the mail address of each producer.

Enter in column (3) the percentage share of the payment payable to each producer. If the producers on the farm consist of one producer-processor and one or more "adherent planters," as defined in letter of July 20, 1938 addressed to Mr. George Mills, each producer's share of the payment must be computed on Form SC-110, Supplement 2. The percentages of payment will be computed on Supplement 2 as follows:

Enter in columns (1) and (2) the names and mail addresses, respectively, of all adherent planters on the farm, in the same order that their names appear on the application. Enter in column (3) the number of hundredweights of sugarcane harvested by the adherent planters in 1938, which were ground by the producer-processor. Enter in column (4) the cane ratio of such sugarcane. Enter in column (5) the result of dividing the amount shown in column (3) by the amount shown in column (4). Enter in column (6) one-half of column (5). Enter in column (7) the result of multiplying each item in column (6) by the fraction whose numerator is .060 and whose denominator is the amount of the authorized payment entered in item 15, Section IV, of the application. The producer-processor's share of the payment shall be computed by subtracting the total of the percentages shown in column (7) of Supplement 2 from 100 per cent.

The percentage shares of the payment are to be expressed to the nearest hundred thousandth or one per cent, e. g., 2.35649%. Five or fewer millionths are to be dropped and more than five millionths considered as a whole hundred-thousandth. Ten-millionths of one per cent should be disregarded.

Enter in each line in column (4) Section VIII the result of multiplying item 15, Section IV, by the percentage shown in that line in column (3).

Enter in column (5) Section VIII the total unpaid wages shown in column (4), Section VII, opposite the name of the producer. If there are no unpaid wages for any producer, the word "none" must be entered opposite his name in column (5), Section VIII. The total of column (5) must agree with the total of column (4), Section VII.

Make no entry in column (6), Section VIII.

The signatures of producers must appear in the same order in which the names of the producers appear.

If any producer desires to name a beneficiary, the name of the designated beneficiary and his mail address should be entered in the spaces provided to the left of his signature.

If there are more than three producers on the farm, a continuation sheet shall be used. Each continuation sheet must be properly identified by the name or designating numeral of the local administrative district, and the serial number of the application.

If any interested person who otherwise would share in the payment with respect to the farm refuses to sign the application, a statement by such person setting forth fully his reasons for refusing to sign should be attached to the application, and the attachment should be noted in the space provided in Section IX. If such statement cannot be obtained, a statement signed by the representative of the Insular Division of the Agricultural Adjustment Administration in Honolulu, T. H., indicating the reason for such refusal and the efforts which have been made to secure the signature of such producer should be entered in the space provided in Section IX. If, for any other reason, the signature of any interested party who otherwise would share in the payment cannot be obtained, a statement of the reason for the failure of such person to sign must be written in the line where he would have signed, and initialed by the representative of the Insular Division of the Agricultural Adjustment Administration.

The regulations set forth in ACP-16 are to be followed with respect to authorizations and signatures of producers on the application. No written evidence as to authority to sign applications in a representative capacity is to be attached to the application.

SECTION IX. CERTIFICATION AND RECOMMENDATION OF
REPRESENTATIVE OF INSULAR DIVISION

The date of the receipt of the completed application in the office of the Agricultural Adjustment Administration, Honolulu, Hawaii, shall be the date of filing the application and must be entered in the space provided. The representative of the Insular Division of the Agricultural Adjustment Administration in Hawaii is charged with the responsibility of determining that all signatures are in accordance with regulations set forth in ACP-16.

In case such representative of the Insular Division finds the application to be in order and either that all producers have signed the application or that the percentage share of those who have not signed has been correctly determined and entered, he should approve the application for payment by signing in the space provided. The date of signature should be entered. The representative of the Insular Division who approves the application must be duly authorized by the Officer in Charge of the Hawaiian office of the Agricultural Adjustment Administration to act for the Insular Division and must not be a near relative of any interested person shown on the application, or have any share of financial interest in the land or sugarcane covered by the application.

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All applications should be carefully checked in the local office of the Agricultural Adjustment Administration to insure that they have been correctly completed, that the data have been properly entered, and that no discrepancies exist as to data entered in various parts of the application.

When an adequate supply of applications is completed, the forms should be folded in the blank space between Section VI and Section VII, carefully packed and shipped to Washington. In addition, transmittal sheets, correctly filled out for each shipment, should be included in the shipment. The transmittal sheets used in connection with the Agricultural Conservation Program will also be used in connection with the Sugar Program.

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